

MINUTES OF A REGULAR MEETING
OF THE HOUSING AUTHORITY
OF THE CITY OF MILLVILLE
December 5, 2017

A regular meeting of the Millville Housing Authority Board of Commissioners was held on Tuesday, December 5, 2017 at Jaycee Plaza Community Room, 122 E. Main St., Millville, New Jersey. The meeting convened at 5:04 p.m.

Vice-Chairman Larry Miller announced the Sunshine Law requirement had been met, properly posted and advertised.

The meeting was called to order by Vice-Chairman Miller who announced the meeting was being conducted under the Open Public Meetings Act.

Allison Corson, Director of Administration proceeded to call the roll at this time. Present were: Commissioner James Parent, Commissioner Larry Miller, Commissioner Robert Tesoroni and Commissioner Dale Finch arrived at 5:06 p.m. Chairwoman Paula Ring and Commissioner Barrett were absent. Also present were MHA Solicitor Matt Robinson, MHA staff, and residents.

Vice-Chairman Miller asked for a motion of approval for the September 26, 2017 minutes. Commissioner Tesoroni made the motion to approve the minutes and Commissioner Parent seconded. All others present were in favor.

Health Insurance Renewal

Secretary Dice introduced Debbie Biondi with Allen & Associates. Debbie discussed the health care insurance the MHA has had since 2012 and the estimated savings the MHA has seen from going to a high deductible policy. Our insurance policy renews on December 15, 2017 and she is recommending the MHA stay with this policy. Program costs will increase by 13%. We currently expect to pay approximately \$112,197 next year for employee health insurance.

New Employee

Betsy Loyle, Director of Operations, introduced Richard Kent. Richard will be our new part-time Lease Enforcement official. He will spend time in both Millville and Salem.

Polly Swink Retirement

Secretary Dice announced our Senior Property Manager, Polly Swink, will be retiring on December 31, 2017. He stated that Polly has been an anchor for the housing authority and will be sorely missed.

Financials

Tony Polcari stated the MHA completed the year within budget. This included the operating budget which was within \$300. Insurance, salary & benefits and utility costs were all within budget. Maintenance costs were quite below budget. He is still working on streamlining the operation. There will be a new format next year for the board members to view. Tony expects to be in Millville 2 – 3 days per month in the future.

Requests for Proposal Responses

Secretary Dice advised a Request for Qualifications for Architectural Services had been published. The lowest responsible bidder is Manders, Merighi, Portadin and Farrell of Vineland.

Budget Adoption for 2018

Secretary Dice advised the approved budget for the State of New Jersey must now be adopted.

Property Management Software

Secretary Dice spoke about the staff's need to convert from our current software program, Yardi, to PHA-Web. The annual fee is much less than what we now pay Yardi. The staff finds that PHA-Web software is more efficient. We have been using this program at the Salem Housing Authority with great success.

Fleet Maintenance

Secretary Dice advised the Cumberland County Improvement Authority has offered the MHA a Fleet Maintenance Services Agreement. He stated he was told the City of Millville could no longer provide this service to the MHA. Commissioner Finch advised we should discuss this with the new City Commission that will be installed in January 2018. He suggested we hold off on an agreement with the CCIA until that time. All present were in favor.

Executive Director Contract

Secretary Dice's contract runs through September 21, 2020 and has an annual re-opener provision on September 21 of each year for the discussion of salary, health and welfare and other fringe benefits. He did not exercise his option in 2016. He would like to request a 3% cost of living allowance at this time.

REAC Inspections

Betsy Loyle advised the MHA did well with the REAC inspection at Holly Berry Court. Unfortunately, we did not do well at Maurice View Plaza due to Scattered Sites being part of the amp. We are currently prepping for inspections at Ferguson and Cedarview next week.

Betsy also advised we have recently had fire pump problems at Riverview East. Simplex was called and told us it would take 6 – 8 weeks to fix the pump. We then had Landis Fire Protection come out and inspect the pump. They discovered it was only a switch problem. They fixed the switch and saved us \$17,000 in repair, as well as many weeks of overtime pay in fire watch duty! Commissioner Finch asked how many Scattered Sites we have. Betsy advised we have 10 active sites. There are three sites we are currently trying to dispose of. These sites require a lot of money for upkeep and seem to always fail inspections.

Betsy advised we have seven maintenance men. We hired two men last winter who are very skilled carpenters and we have seen the quality of our repairs increase. They are also team players!

Housing Choice Vouchers

Jessica Gonzales advised there are currently 8 vouchers in search. Two are pending lease up. She has been speaking with Tony in finance on a regular basis.

At this time, Vice-Chairman Miller announced there were resolutions to approve:

Resolution #39-2017 Approving the Payment of Bills for October/November 2017

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Finch

Roll Call: Unanimous

Resolution #40-2017 Resolution Approving a Contract for Architectural Services

Roll Call Vote:

Motion: Commissioner Tesoroni

Second: Commissioner Finch

Abstain: Commissioner Parent

Roll Call: Unanimous

Resolution #41-2017

Resolution Authorizing a Health Insurance Plan

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Finch

Abstain: Commissioner Miller

Roll Call: Unanimous

Resolution #42-2017

Resolution Adopting the MHA Budget FYE 10/01/2017 -09/30/2018
For the State of New Jersey

Roll Call Vote:

Motion: Commissioner Finch

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #43-2017

Resolution Approving a New Software System

Roll Call Vote:

Motion: Commissioner Finch

Second: Commissioner Parent

Roll Call: Unanimous

Resolution #44-2017

Resolution Appointing a Fund Commissioner for the New Jersey PHA
Joint Insurance Fund Year 2018

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Tesoroni

Roll Call: Unanimous

Resolution #45-2017

Resolution Authorizing the MHA Board Chairman to Execute an
Employment Agreement Amendment with the Executive Director

Roll Call Vote:

Motion: Commissioner Parent

Second: Commissioner Tesoroni

Roll Call: Unanimous

Vice-Chairman Miller asked if there was any new business.

Secretary Dice advised he received a letter from the tenant association at Cedarview Court requesting the MHA make a \$400 donation for a holiday party. Chairman Miller said he would like to make a motion to give CVC the same amount of money we gave RVE (\$200). Everyone was in favor.

Vice-Chairman Miller asked if there was any old business to discuss. There was not.
Vice-Chairman Miller asked if there was any public comment.

Resident Dottie Cullen advised JCP needs a new flag. Secretary Dice agreed to buy one.
A JCP resident said the benches outside JCP are in bad shape. The Board seemed to think the benches belong to the City of Millville. We will follow up with the City.
Another tenant complained that she could not hear the meeting. Secretary Dice said a microphone is now available and promised to bring it the next time we meet at JCP.

At 5:55 p.m. Vice-Chairman Miller adjourned the MHA meeting to go into the Holly City Development Corporation Meeting.

Paul Dice
Secretary

Date